

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: District Financial Officer **Position Number:** 51302, 52302, 53302, 54302, 55302 **Location:** Statewide **Department:** Transportation

Division and Bureau: Districts **Section and Unit:** Administrative Services

Job Overview: This position serves as a District Financial Officer for one of 5 Districts. The position is responsible for establishing and implementing District accounting controls, managing project and grant financial data, managing budgets, and performing various other duties as assigned. The position is responsible for implementing and administering district fiscal and accounting systems and operations; maintaining, and analyzing district budgets and providing budget reporting; managing the operations, services, and administrative systems of the District Office and it's subordinate Area office(s); and developing and administering District outreach and information dissemination activities. The position jointly reports to the Accounting Controls Bureau Chief and the District Administrator and does supervise others.

Essential Functions (Major Duties or Responsibilities):

District/Division Accounting Controls – 50%

Maintains a system of District internal accounting controls to ensure proper safeguarding of assets, to promote the reliability of financial reporting, and to promote the effectiveness and efficiency of operations, as well as ongoing compliance with all applicable laws and regulations.

Continually examines District financial data and accounting processes and identifies areas of non-compliance with applicable laws, regulations, and Department policies and procedures.

Coordinates and directs compliance reviews internally within the District with the Internal Audit Unit, and through the Administration Division and Legislative Audit Division. Performs extensive compliance reviews of District accounting data to ensure internal control objectives are met; serves as a project lead for the District in coordinating financial/compliance and performance audits; and

coordinates with appropriate District staff and the Administration Division to implement proper remedial action in areas of noncompliance of audits. Develops solutions and procedures to prevent future auditing issues.

Continually analyzes business processes and operations to ensure proper accounting treatment of transactions.

Provides high-level accounting guidance for District fixed assets and stores to ensure that additions and transfers, inventories, and transactions are accounted for properly. Oversees and directs the count teams in conducting inventories and related work.

Promotes program efficiency by conducting ongoing process reviews of District financial processes. Reviews processes for efficiency, accuracy, and compliance, and develops and recommends process modifications to ensure continued program efficiency and effectiveness.

Interprets and reviews District fiscal procedures to ensure ongoing compliance with GAAP and state and federal fiscal procedures using resources from GASB, FASB, GAAFR, MOM manual, MCA, CFR, OMB Circulars, Department and Administration Division policies, and other state and federal policies.

Provides direction and oversight to program personnel to ensure proper accounting controls are in place for continued reliability of financial reporting as well as ongoing compliance with all contractual obligations, applicable laws, and regulations.

Identifies training needs within the Division on accounting controls, systems, processes, and reports; coordinates with the Administration Division and HR to implement training programs; and continually evaluates and updates training programs as needed based on changing training needs (i.e. because of changing accounting controls, systems, processes, and/or reports).

Performs District business process reviews of the accounting control processes listed above with the assistance of the Administration Division.

Budget Management - 15%

Analyzes District budgets including preparing periodic reports comparing budgeted costs to actual costs, projecting future expenditures, and recommending solutions to budget problems (e.g., budget shortfalls).

Monitors District budgets to ensure program compliance with agency policies regarding the use of funds. Identifies potential and realized budget problems and provides recommendations to District managers for accomplishing goals and objectives under existing budgetary resource restrictions. Develops budget projections for management using historical averaging, knowledge of District operations, upcoming unusual or extraordinary expenditures, integration with Department and Division grant management plans, and business process changes.

Develops realistic personal services projection scenarios for management by coordinating the input, extraction, and analysis of PSBM data. Works with management to assess the impacts of personnel actions on personal services projections.

Reconciles position management systems with SABHRS information to ensure system and data integrity. Monitors and verifies that the District follows position management policies and procedures.

Designs, performs and implements District business process reviews of the budget management and control processes listed above with the assistance of the Administration Division. Participates in agency-wide business process reviews of the budget management and control processes listed above.

Supervision/Office Management - 30%

Direct supervision of various technical and administrative staff (varies by district) to ensure development and maintenance of employee competencies as outlined in individual job profiles.

Monitor and manage the performance of all positions directly supervised and complete performance appraisals to ensure accounting proficiency levels are maintained. Implement and monitor corrective action including discipline when necessary. Resolve staff grievances at the lowest level possible.

Coordinate or provide training for subordinates and ensuring the efficient implementation of training programs.

Other Duties – 5%

This position performs a variety of other duties necessary to define and fulfill the Department mission and Division objectives.

Supervision

The number of employees supervised is: Varies Statewide

The position number for each supervised employee is: Various

Physical and Environmental Demands:

The predominant work is performed in a normal office environment. The position involves some travel throughout the District and on a national basis to attend conferences, training, and meetings (less than 5,000 miles per year). The position also involves demands associated with significant, fluctuating workloads and deadlines

Knowledge, Skills and Abilities (Behaviors):

The position requires an advanced knowledge of the principles and practices of governmental accounting and budgeting; research and analysis practices; business administration; Generally Accepted Accounting Principles; Governmental Accounting, Auditing, and Financial Reporting requirements; and must become familiar with state and federal rules and regulations related to agency accounting activity.

The position also requires knowledge of automated accounting software, management and financial systems and other systems. The position requires knowledge of administrative goals and objectives, legislative and administrative rule requirements and processes. The position will become familiar with Montana statutes, MDT rules, regulations, policies, and procedures; state and federal budget and financial reporting requirements; and adult education and training methods.

The position requires skill in the operation of a personal computer, office software and specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; written and verbal communications; and presentation and negotiation.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Accounting or a related field.

This position requires a minimum of 3 years of related experience. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

☐

Fingerprint check

☐

Valid driver's license

☒

Background check

☐

Other; Describe

Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Accountant

Job Code Number: 132116

Pay Band: 6

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☒ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date